**[Employee Name]**

|  |  |
| --- | --- |
| **Job Specific Information** | |
| Essential Functions: | Details: |
| * Item A * Item B * Item C |  |

Position name (Payroll title)

[unit]

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**Training Outline:**

**Week 1**

**[Date]**

* 9:45 AM-2:00 PM – Staff Kick-off [location]
  + Arrive to [location]
* 2:30 PM – Tour of Office Space
* 3:00 PM – Laptop Set-up and Computer Accounts
  + Your desktop should have a folder icon name “IET Support” and inside that you will have a link to submit a request or contact IT Express. They provide IT support to the campus. <https://iet.ucdavis.edu/support> or (530) 754-HELP (4357) (M - F, 7 a.m. - 6 p.m.).
  + Ensure we set up myself as your manager in the UC Learning Center web-based learning management system (LMS): <http://lms.ucdavis.edu/>
    - This will allow you to register for online or in-person trainings.
* 4:00 PM – Meet with [name/title]
  + Review and sign position description

**[Date]**

* Review: [UC Davis: About Us](https://www.ucdavis.edu/about) website
* Review: [Front Door](https://frontdoor.ucdavis.edu/new/get-started/ucd) website
* Register for [New Employee Welcome Virtual Event](https://hr.ucdavis.edu/employees/new-employees/new-events) (First Thursday of Each Month; October 6, 2022 from 9:00–11:00
* Watch the [UC Davis New Employee Orientation](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/benefits-retire/new-employee)
  + <https://hr.ucdavis.edu/departments/learning-dev/course-catalog/benefits-retire>
* Review: [Academic Senate](https://academicsenate.ucdavis.edu/) website
* Review: [Academic Federation](https://academicfederation.ucdavis.edu/) website
* Review: [Office & Computer Ergonomics](https://safetyservices.ucdavis.edu/units/occupational-health/ergonomics/office-computer) website
* Review: [Employee Flexplace Success](https://hr.ucdavis.edu/departments/worklife-wellness/workplace-flex/telework/workplace-disruption/tips) to learn about remote work and ergonomics strategies for your home work space
* Review UCD Policy: [380-10, Affirmative Action in the Workplace (380-10)](https://ucdavispolicy.ellucid.com/documents/view/545/active)
* Review UC Policy: [UC Sexual Violence and Sexual Harassment Policy](https://policy.ucop.edu/doc/4000385/SVSH)
* Review UCD Website: [Substance Abuse](https://clery.ucdavis.edu/substance-abuse)
* Review UCD Website: [Smoke & Tobacco Free](https://healthy.ucdavis.edu/smoke-tobacco-free)
* Review UCD Website: [UC Davis Principles of Conflict of Interest](https://financeandbusiness.ucdavis.edu/finance/controls-accountability/admin-handbook/guide/coi)
* Review UCD Website: [Workplace Violence Information & Resources](https://www.hr.ucdavis.edu/departments/elr/workplace-violence)
* Review UCD Website: [Whistleblower/Whistleblower Retaliation](https://compliance.ucdavis.edu/whistleblowerwhistleblower-retaliation)
* Review of UCD Website (for transportation and parking options): [Transportation Services](https://taps.ucdavis.edu/)
* Sign up for [WarnMe and Aggie Alert](https://safetyservices.ucdavis.edu/units/emergency-preparedness/warnme)
* Review [Campus Master Calendar](https://registrar.ucdavis.edu/calendar/master) for Quarterly Dates and University Holidays
* Update your [UC Davis Directory](https://org.ucdavis.edu/directory-search/%23/home) Information > click on ‘Update my directory listing’:

**[Employee Name]**

Position name (Payroll title)

[unit]

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* Review [Personnel Policies for Staff Members (PPSM)](https://ucdavispolicy.ellucid.com/manuals/binder/13)
* Special instructions. Example: [Use the day to review U drive and websites. Monday we will introduce you (electronically) to your committee chairs and then you can send an introductory email to your committees. I’ll send you a copy of what you can send and prep.]

**Week 2**

**[Date]**

* Review web links and trainings above

**[Date]**

* Review web links and trainings above

**[Date]**

* 9:00 AM –Team Meeting – 9:00 AM (Zoom)
* 9:30 AM-12:00 PM – Employee Benefits Orientation (Zoom)
* 1:30-2:45 PM – Supervisor Expectations & Discussion (Zoom)
  + Overview of Office
  + Committee Support & Training Outline
  + Senate Office Staff Expectations & Norms
  + Pay Periods / TRS / Timesheet deadlines (**printed**)
    - Review of TRS: <https://trs.ucdavis.edu/>
  + Work Hours, Non-Exempt Status and CTO form
  + Review of University Holidays: [https://www.ucdavis.edu/campus-life/things-to-](https://www.ucdavis.edu/campus-life/things-to-do/calendar/academic/university-holidays) [do/calendar/academic/university-holidays](https://www.ucdavis.edu/campus-life/things-to-do/calendar/academic/university-holidays)
* 3:00-4:30 PM – [Process]Overview with [name/title] (Zoom)

**[Date]**

* 8:30 AM – Tour of Office Space
* 9:00 AM – Review and Sign Position Description; Review and Sign CTO Form (location) (**printed**)
* 9:30-11:30 AM – Prep for [insert] Meeting w/ [name] and attend Orientation meeting (location) – Shadow [name]
* 12:00-1:00 PM – Lunch (somewhere on campus)
* 1:30 PM – Review Vaccine Mandate w/ [name] (location)
* 2:00-3:30 PM – [insert] Processing w/ [name] (location)
* 3:30-4:30 PM – Overview of upcoming activities/projects w/ [name]

**[Date]**

* 8:30-10:00 AM – Desk Time
* 9:00-10:00 AM – Overview of [insert]; Role of Office and Staff w/Executive Director (Zoom)
* 10:00-11:00 AM – Overview of [insert] (Zoom)
* Desk Time Items for Review:
  + Review of [insert] Resources (see email from 9/16)
  + Review of [insert] Resources (see email from 9/16)
  + Review of websites, bylaws, regulations, and policies
    - * *Suggested E-course: [insert]*

**[Employee Name]**

Position name (Payroll title)

[unit]

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**Week 3**

**[Date]**

* 9:30-10:00 AM – Check-in with [name/title] (Zoom)
* 11:00 AM-12:00 PM – Overview of [program] with [name]
* 3:00-4:00 PM – ASIS Overview & RFC Process w/Kyle (Zoom)
* Desk Time:
  + Assess scheduling with [insert] and committees
  + Ensure you’ve completed necessary on-boarding tasks (benefits enrollment, vaccine requirement, etc.)
  + Continued review of above documents, websites and trainings (required and suggested)

**[Date]**

* 11:00-11:30 AM – Check-in w/[name] (Zoom)
* Desk Time:
  + Project work
  + Continued review of above documents, websites and trainings (required and suggested)

**[Date]**

* 9:00-9:30 AM – Team Meeting (Zoom)
* 11:00 AM-12:00 PM – Revisit of [insert] steps w/[name] (Zoom)
* Desk Time:
  + Continued review of above documents, websites and trainings (required and suggested)

**[Date]**

* 10:00-11:00 AM – Revisit of [insert] process w/[name] (Zoom)
* Desk Time:
  + Continued review of above documents, websites and trainings (required and suggested)

**Friday, September 30th**

* 9:00-10:00 AM – Shadowing w/ [name]– [type of training] (Zoom)
* Desk Time:
  + Continued review of above documents, websites and trainings (required and suggested)

**Future Meetings with other analysts – on-going training in Oct/Nov:**

[Name] – Overview of [insert];

[Name] - Overview of [insert];

[Name] – Overview of [insert]

**Future Fall Quarter Meetings (all should be on your calendar):**

* [date] – New Employee Welcome (NEW) Virtual – 9-11 AM
* [date] – [unit specific event] – 2-3 PM (location; in-person)
* [date] – Team Meeting (location; in-person)
* [date] – [Campus event] – 2-4 PM (location)

**[Employee Name]**

Position name (Payroll title)

[unit]

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**Required Trainings and Information for Review:**

* UC General Compliance Briefing: University of California Ethnical Values and Conduct (take course via <https://lms.ucdavis.edu/>)
* UC Cyber Security Awareness Fundamentals (take course via <https://lms.ucdavis.edu/>)
* UC Davis Living the Principles of Community (eCourse): [https://hr.ucdavis.edu/departments/learning-](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/hr-mgmt/poc) [dev/course-catalog/hr-mgmt/poc](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/hr-mgmt/poc)
* UC Davis Strategic Plan – To Boldly Go: <https://leadership.ucdavis.edu/strategic-plan>
* UC Davis Diversity and Inclusion Events: [https://www.ucdavis.edu/campus-life/things-to-](https://www.ucdavis.edu/campus-life/things-to-do/calendar/diversity-inclusion) [do/calendar/diversity-inclusion](https://www.ucdavis.edu/campus-life/things-to-do/calendar/diversity-inclusion)
* UC Davis Social Media Guidelines: <https://www.ucdavis.edu/news/social-media/guidelines>

**Future suggested SDPS courses to consider taking:**

* [insert]: [https://hr.ucdavis.edu/departments/learning-dev/course-](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/academic-policies) [catalog/academic-policies](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/academic-policies)
* Organizational Development: <https://hr.ucdavis.edu/departments/learning-dev/course-catalog/org-dev>
  + 21st Century Tools to Boost Productivity
  + Achieving Maximum Influence with Limited Authority
  + Analytical Skills Development Series
  + Creative Problem Solving
* Writing Technical Documents: [https://hr.ucdavis.edu/departments/learning-dev/course-](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/writing-technical) [catalog/comm/writing-technical](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/writing-technical)
* Writing for and Presenting to Executives: [https://hr.ucdavis.edu/departments/learning-dev/course-](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/writing-execs) [catalog/comm/writing-execs](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/writing-execs)
* Coping with Difficult People: [https://hr.ucdavis.edu/departments/learning-dev/course-](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/difficult-people) [catalog/comm/difficult-people](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/difficult-people)
* Access Level 1: <https://hr.ucdavis.edu/departments/learning-dev/course-catalog/tech/access-lv1>

**Other Resources and Ways to Get Involved in Campus Activities and Organizations:**

* Staff Assembly: <https://staff.ucdavis.edu/events/monthly-meetings>
* Staff Constituent Groups: <https://diversity.ucdavis.edu/constituent-groups>
* Staff and Faculty Health and Well-being Program: <https://safetyservices.ucdavis.edu/units/occupational-health/health-well-being>
* WorkLife: <https://hr.ucdavis.edu/departments/worklife-wellness>
* Diversity, Equity and Inclusion: <https://diversity.ucdavis.edu/>
* Administrative Advisory Committees: <https://aac.ucdavis.edu/>